



# BUSINESS TANGIBLE PERSONAL PROPERTY ASSESSMENT RETURN

State Form 11405 (R27 / 2-08)

Prescribed by the Department of Local Government Finance

## FORM 103 - LONG

MARCH 1, 2008

For Assessor's Use Only

**INSTRUCTIONS:** This form must be filed with the township assessor not later than May 15 unless an extension of up to 30 days is granted in writing. Please type or print. Form 104 must be filed with the return. Penalties for failure to file complete return forms are at the bottom of Schedule B of this form.

PRIVACY NOTICE: The records in this series are confidential according to I. C. 6-1.1-35-9.

Name of taxpayer		Federal Identification Number
Name under which business is conducted		DLGF Taxing district number
Address where property is located (number and street, city, state, and ZIP code)		DLGF Taxing district name
Nature of business	2002 NAICS *	Township
Name and address to which Assessment and Tax Notice is to be mailed (If different than above)		County
		Retail Merchants Certification Number

- Federal Income Tax Year ends \_\_\_\_\_ Name filed under \_\_\_\_\_
- Location of accounting records \_\_\_\_\_
- Form of business  Partnership or Joint Venture  Sole Proprietorship  Corporation  Estate or Trust  
 Other, describe: \_\_\_\_\_
- Do you have other locations in Indiana?  Yes  No (If Yes, file Form 105)
- Are inventory records maintained on a perpetual basis?  Yes  No Method of valuation for inventory \_\_\_\_\_
- Was any consigned or other not owned inventory held, possessed or controlled on March 1?  Yes  No (See 50 IAC 4.2-5-2)
- Inventory Elections: Calendar year average  Yes  No (See 50 IAC 4.2-5-9)  
Alternative inventory: Manufacturers or Processors  Yes  No Elections binding in following years. (See 50 IAC 4.2-5-7)
- If nature of business is contracting, is job site inventory included in Schedule "B"?  Yes  No
- Did you own, possess or control any personal property in a public warehouse or other storage place in Indiana as of March 1?  Yes  No
- Did you own, hold, possess or control any leased, rented or other depreciable personal property on March 1?  Yes  No (See 50 IAC 4.2-8)
- Did you own, hold, possess or control any Special Tools on March 1?  Yes  No (See 50 IAC 4.2-6-2)
- Did you own, hold, possess or control any returnable containers on March 1?  Yes  No (See 50 IAC 4.2-6-4)
- Total sales for this location during the prior fiscal or calendar year. \$ \_\_\_\_\_

If taxpayer answers "yes" to questions 6, 9, 10, or 12, the owner must file Form 103-O and the possessor must file Form 103-N. (See 50 IAC 4.2-2 and 50 IAC 4.2-8).

Duplicate Return Requirement. Every taxpayer whose total combined assessed value of business personal property in a single taxing district is \$150,000 or more must file each return in duplicate including the confidential returns and schedules attached thereto. (IC 6-1.1-3-7 (c))

In completing a personal property return for a year, a taxpayer must make a complete disclosure of all information relating to the value, nature or location of personal property owned, held, possessed or controlled on the assessment date. (IC 6-1.1-3-9 (a)). This information would include, but not be limited to, completion of the heading and related information, answers to all questions on the face of the return, and entries on all of the appropriate lines of Schedules A and B. If such information is not provided, the taxpayer will be contacted and directed to provide that information. In addition, a penalty of \$25 may be imposed. (IC 6-1.1-37-7(d))

\* NAICS - North American Industry Classification System - complete list of codes may be found at [www.census.gov](http://www.census.gov). The Indiana Code (IC) and Indiana Administrative Code (IAC) may be found on-line at the DLGF website - [www.in.gov/dlqf](http://www.in.gov/dlqf). For further questions contact the Township Assessor (available on the DLGF website).

SUMMARY (Round all numbers to nearest ten dollars)	REPORTED BY TAXPAYER	CHANGE BY TOWNSHIP ASSESSOR	CHANGE BY THE COUNTY BOARD
Schedule A - Personal Property Other Than Inventory	+ \$	\$	\$
Schedule B - Inventory (Line 32 from Page 4)	+ \$	\$	\$
Total True Tax Value - Before Deductions	= \$	\$	\$
Deduction per Form PPID-1 (Investment Deduction)	- \$	\$	\$
Deduction per Form 103 ERA (Economic Revitalization)	- \$	\$	\$
Final Assessed Valuation	= \$	\$	\$

### SIGNATURE AND VERIFICATION

Under penalties of perjury, I hereby certify that this return (including accompanying schedules, deduction claims and statements), to the best of my knowledge and belief, is true, correct, and complete; reports all tangible personal property, subject to taxation, owned, held, possessed or controlled by the named taxpayer, in the stated taxing district, on the assessment date, as required by law; and is prepared in accordance with IC 6-1.1 et seq., as amended, and regulations promulgated with respect thereto.

Signature of authorized person	Telephone number ( )	Date (month, day, year)
Name and title of authorized person (please type or print)	E-mail contact	
Signature of person preparing return based on all information of which he has any knowledge	Name and contact information of preparer (please type or print)	

FORM 103 See 50 IAC 4.2-4		TANGIBLE PERSONAL PROPERTY OTHER THAN INVENTORY CONFIDENTIAL			SCHEDULE A MARCH 1, 2008
Line	Report all personal property assessable to this taxpayer below. (Round all figures below to nearest dollar)				Federal Identification number
1	Total cost of tangible depreciable personal property. (50 IAC 4.2- 4-2)				\$
2	Adjustment to federal tax basis per Form 106. (50 IAC 4.2-4-4)				
3	Total cost and base year value of tangible depreciable personal property. (Line 1 plus 2)				\$
<b>Deduct Exempt Property (See 50 IAC 4.2-11)</b>				<b>COST</b>	
4	Stationary industrial air purification systems (Attach Form 103-P.)		\$		
5	Industrial waste control facilities (Attach Form 103-P.)				
6	Vehicles subject to excise tax	Number of Units			
7	Airplanes subject to excise tax	Number of Units	\$		
<b>Total cost of exempt property (Deduct from Line 3 and enter on Line 8)</b>					
8	<b>Subtotal</b>				\$
<b>Additions: See 50 IAC 4.2-1-1 (h) and 50 IAC 4.2-4-3 (b) and 4</b>					
9	Cost of all depreciable personal property still in use but written off. (50 IAC 4.2-4-3(b))				\$
10	Cost of installation and foundations applicable to depreciable personal property. (50 IAC 4.2-4-2(d))				
11	Cost of interest incurred during construction and installation applicable to depreciable personal property. (50 IAC 4.2-4-3(h))				
12	<b>Total</b> cost and base year value of assessable depreciable personal property. (add Lines 8, 9, 10 and 11. Line 12 must agree with Line 56 Column A)				\$
<b>POOLING SUMMARY (From Schedule A-1 or Form 103-P5)</b>		<b>TOTAL COST COLUMN A</b>	<b>ADJUSTMENTS COLUMN B</b>	<b>ADJUSTED COST COLUMN C</b>	<b>TRUE TAX VALUE COLUMN D</b>
56	<b>Total All Pools</b>	\$	\$	\$	\$
57	30% of Adjusted Cost (Line 56, Column C) (enter zero (0) if filing 103-P5 and entity is a qualified steel mill or oil refinery per IC 6-1.1-3-23)			\$	\$
58	Greater of Lines 56D or 57				\$
<b>Adjustments to True Tax Value</b>					
59	Equipment not placed in service at cost	Cost \$		<b>X 10%</b>	\$
60	Tools, dies, jigs, fixtures, etc., per Form 103-T. (50 IAC 4.2-6-2)		Cost \$		\$
61	Permanently retired equipment per Form 106. (50 IAC 4.2-4-3 (c) and (d))		Cost \$		\$
62	Commercial aircraft and commercial bus line fleet, not subject to excise tax per Form 103-I. (50 IAC 4.2-10)		Cost \$		\$
63	<b>Total</b> additions to True Tax Value. (Lines 59, 60, 61 and 62)				\$
64	<b>Total</b> True Tax Value before adjustments for "Abnormal Obsolescence." (Line 58 plus Line 63)				\$
65	Abnormal Obsolescence Adjustment per Form 106. (50 IAC 4.2-4-8)				\$
66	<b>Total</b> True Tax Value of personal property other than inventory. (To page 1, Form 103 Summary)				\$

\*\* The total cost of special tools, dies, jigs, fixtures, etc., permanently retired equipment; commercial aircraft, and commercial bus line fleet, not subject to excise tax is to be deducted in full in Column B below. The true tax value of such property is to be computed on the proper Form(s) (103-T, 106 AND 103-I, respectively) and recorded on Line(s) 60, 61 and 62.

YEAR OF ACQUISITION		COLUMN A	COLUMN B	COLUMN C		COLUMN D
POOL NUMBER 1: (1 TO 4 YEAR LIFE)		TOTAL COST OR BASE YEAR VALUE	ADJUSTMENTS ** (See Note Above)	ADJUSTED COST	T.T.V.%	TRUE TAX VALUE
13	From To 3-1-08*	\$	\$	\$	65	\$
14	3-2-07 To 3-1-08				65	
15	3-2-06 To 3-1-07				50	
16	3-2-05 To 3-1-06				35	
17	Prior To 3-2-05	\$	\$	\$	20	\$
18	TOTAL POOL NUMBER 1					
<b>POOL NUMBER 2: (5 TO 8 YEAR LIFE)</b>						
19	From To 3-1-08 *				40	
20	3-2-07 To 3-1-08				40	
21	3-2-06 To 3-1-07				56	
22	3-2-05 To 3-1-06				42	
23	3-2-04 To 3-1-05				32	
24	3-2-03 To 3-1-04				24	
25	3-2-02 To 3-1-03				18	
26	Prior To 3-2-02	\$	\$	\$	15	\$
27	TOTAL POOL NUMBER 2					
<b>POOL NUMBER 3: (9 TO 12 YEAR LIFE)</b>						
28	From To 3-1-08 *				40	
29	3-2-07 To 3-1-08				40	
30	3-2-06 To 3-1-07				60	
31	3-2-05 To 3-1-06				55	
32	3-2-04 To 3-1-05				45	
33	3-2-03 To 3-1-04				37	
34	3-2-02 To 3-1-03				30	
35	3-2-01 To 3-1-02				25	
36	3-2-00 To 3-1-01				20	
37	3-2-99 To 3-1-00				16	
38	3-2-98 To 3-1-99				12	
39	Prior To 3-2-98	\$	\$	\$	10	\$
40	TOTAL POOL NUMBER 3					
<b>POOL NUMBER 4: (13 YEAR AND LONGER LIFE)</b>						
41	From To 3-1-08 *				40	
42	3-2-07 To 3-1-08				40	
43	3-2-06 To 3-1-07				60	
44	3-2-05 To 3-1-06				63	
45	3-2-04 To 3-1-05				54	
46	3-2-03 To 3-1-04				46	
47	3-2-02 To 3-1-03				40	
48	3-2-01 To 3-1-02				34	
49	3-2-00 To 3-1-01				29	
50	3-2-99 To 3-1-00				25	
51	3-2-98 To 3-1-99				21	
52	3-2-97 To 3-1-98				15	
53	3-2-96 To 3-1-97				10	
54	Prior To 3-2-96	\$	\$	\$	5	\$
55	TOTAL POOL NUMBER 4					
56	TOTAL ALL POOLS					

Election to report cost of Depreciable Assets by Federal tax year .....

Yes  No

Election available only when federal tax year ends December 31 or January 31. See 50 IAC 4.2-4-6 (c).

\* If taxpayer elects to report cost above on federal tax year basis, assets acquired from the prior federal tax year end to March 1 are to be reported on the first line of the appropriate pool.

NOTE: All Column B adjustments above must be supported on Form 106, Form 103 - T, or Form 103 - I.

FORM 103 See 50 IAC 4.2-5		INVENTORY	SCHEDULE B MARCH 1, 2008
LINE	Inventory last recorded on books and records on, or before, March 1; (See 50 IAC 4.2-5-3)		Federal Identification Number
1	Raw materials		\$
2	Work in process (If contractor "Job Site" inventory included, see instructions below)		
3	Finished goods		
4	Stock in trade		
5	Supplies		
6	Inventory of record _____, 20_____, (Total Lines 1 thru 5)		\$
7	Adjust balance on Line 6 to March 1: (See 50 IAC 4.2-5-6)		
	A	Add purchases from last inventory to March 1	\$
	B	Deduct cost of sales from last inventory to March 1 Net Sales \$ _____ x Cost of Sales _____ % =	
	C	Net difference between purchases and cost of sales (Lines 7A and B)	
8	Unrecorded inventory per Form 106 (See 50 IAC 4.2-5-8)		
9	Consigned goods (Attach Form 103-O) (See 50 IAC 4.2-5-2 (c))		
10	Total inventory on hand March 1 (Total line 6 plus or minus 7 plus 8, plus 9)		\$
11	Average inventory adjustment, if elected on page 1 (50 IAC 4.2-5-9) (Compute on Form 106)		
	Additions: (See 50 IAC 4.2-5-4) (Explain Calculations on Form 106)		
12	Adjust to "First in First Out" (Add "LIFO" Reserve, Etc.)		\$
13	Manufacturing overhead not included in inventory cost above		
14	Wholesalers and retailers allocable expenses		
15	Freight in not included in inventory cost above		
16	Royalties, editorial, license or copyright fees		
17	Taxes (other than income taxes) not included in cost above		
18	Total additions lines 12, 13, 14, 15, 16 and 17		\$
	Deductions: (Explain all calculations on Form 106)		
19	Exempt inventory (50 IAC 4.2-12-3 and 8) (Attach Form 103-W)		\$
20	Inventory recorded but not received		
21	Cash, trade and purchases discounts (50 IAC 4.2-5-4(d))		
22	Adjustment from standard to actual cost (50 IAC 4.2-5-4 (e))		
23	Total deductions (Lines 19, 20, 21 and 22)		\$
24	Total inventory before special adjustments (Line 10 plus or minus Lines 11, 18 and 23)		
	Special adjustments: (See 50 IAC 4.2-5-13 and 14)		
25	Valuation adjustment @ 35% of Line 24 above		\$
26	Abnormal obsolescence (Must be supported on Form 106)		
27	Total special adjustments (Deduct from Line 24)		\$
28	Total True Tax Value of inventory line 24 minus 27		\$
29	Inventory Deductions filed with County Auditor (EZ-1, IR-1, MOD-1 etc.)		\$
30	Sub-total Assessable Inventory (Line 28 minus Line 29)		\$
31	100% Inventory Deduction per IC 6-1.1-12-42		\$
32	True Tax Value of Assessable Inventory (Line 30 minus Line 31)		\$

LINE

2. All contractor's material on job site is to be reported as inventory if not physically incorporated into land or buildings.
6. Show date of inventory as reflected on the books and records on lines (1) thru (5) above.
7. If inventory of record as shown on line (6) is not March 1 it must be adjusted to March 1 in accordance with the provisions of 50 IAC 4.2- 5- 6 and explained on Form 106.
10. Total inventory on hand March 1 must include all tangible inventory of any nature owned by this person, taxable or non-taxable.
14. If inventory of record as adjusted to March 1, reported on line (10), does not include Allocable Expenses as defined in 50 IAC 4.2-5-5 (c), an adjustment must be made to include these costs.
22. If adjustment to actual cost is an addition to line (10) show as a negative figure on line (22).
25. Note: 35% valuation adjustment may not be applied to work in process and finished goods if taxpayer elects to use the alternative method per 50 IAC 4.2- 5-7. Inventory computation using alternative method must be shown on Form 106 of attached schedule.
26. The Abnormal Obsolescence Adjustment must be reported at True Tax Value.

**PENALTIES FOR FAILURE TO FILE COMPLETE RETURN FORMS**

Failure to file a return on or before the due date, as required by law, will result in the imposition of twenty-five dollars (\$25) penalty. In addition, if return is not filed within thirty (30) days after such return is due, a penalty equal to twenty percent (20%) of the taxes finally determined to be due with respect to the property which should have been reported will be imposed. A personal property return is not due until the expiration of any extension period granted by the township assessor under IC 6-1.1-3-7 (b). If the total assessed value that a person reports on a personal property return is less than the total assessed value that the person is required by law to report and if the amount of the undervaluation exceeds five percent (5%) of the value that should have been reported on the return, then the county auditor shall add a penalty of twenty percent (20%) of the additional taxes finally determined to be due as a result of the undervaluation.